

Biennial Report - Fiscal Years 1999 and 2000

Working Group Workplan

Purpose of the report:

The purpose of the Biennial Report will be to report on FY1999 and FY 2000 accomplishments for the projects, programs, and indicators outlined in the *South Florida Ecosystem Restoration Task Force Biennial Report - FY 1997/1998*, and the *Strategy for South Florida Ecosystem Restoration (Strategy document)*. The primary audiences for the report will be the US Congress, the Florida Governor's Office, and the Florida State Legislature.

Content of the Report:

The report will focus on the metrics of accomplishments, i.e., the percent of objective accomplished since the last biennial report. The report will not repeat the background in the same depth as the previous reports, nor will it convey program or project details. The accomplishments will be organized by the goals and objectives of the *Strategy* document. It will tier off of the previous reports and will quote from them and refer to them liberally. Readers of this new report should have copies of those reports available to fully understand the projects and programs discussed in the biennial report.

Roles and Responsibilities for Developing the Report:

OED will have primary responsibility for preparing the draft reports in accordance with Working Group input.

As with the two previous reports, senior agency personnel from Task Force member agencies will contribute information on projects and will serve as liaisons among the agencies and the OED.

Timeline for Development of the Report:

October 5 - Preliminary team meeting conducted.

October 25 - A preliminary concept draft will be distributed to the Working Group in the read ahead for its October 31 meeting.

November 8 - Comments on the preliminary draft will be due from Working Group members.

November 29 - A biennial report will be distributed to the Working Group in the read ahead for its December 7 meeting.

December 12 - Comments will be due from Working Group members on the draft report.

December 20 – The final draft will be distributed to the Working Group and Task Force in the read ahead for the Task Force meeting on January 8.

January 8 – Task Force approval.